

**CONSTITUTION OF THE ASSOCIATED STUDENT GOVERNMENT
OF SPOKANE COMMUNITY COLLEGE**

PREAMBLE:

We, the Associated Students of Spokane Community College (S.C.C.):

1. Initiate and coordinate student activities,
2. Provide the opportunity to develop individual leadership qualities and an understanding of group action,
3. Supplement and compliment formal education at S.C.C.,
4. Represent student interests, needs, and welfare within S.C.C.,
5. Provide for the expression of student opinion and interests to the community at large on issues affecting student life,
6. Develop in the students an understanding and appreciation of their personal, social, and vocational relationship to society and provide a physical and social environment in which to achieve the above objectives, affirm and establish this Constitution.

ARTICLE I: NAME

The name of this organization shall be the "Associated Student Government of Spokane Community College" referred to herein as the Associated Student Government (A.S.G.) and shall be comprised of the Associated Student Council (A.S.C.), and the Student Activities Council (S.A.C.).

ARTICLE II: AUTHORITIES AND POWERS

Under Washington State law, the Board of Trustees of the Community Colleges of Spokane (C.C.S.), District 17, is charged with the ultimate authority and responsibility for all programs and activities at S.C.C. The programs and responsibilities offered by the Associated Students have been delegated by the Board of Trustees to the A.S.G. to administer under the direction of the college administration. In acceptance of this authority and responsibility, the A.S.G. recognizes its responsibility to administer its programs and funds in compliance with the rules and regulations prescribed by the College and the laws of the State of Washington.

ARTICLE III: MEMBERSHIP

Any student currently registered at S.C.C. and who has paid a Services and Activities (S&A) Fee shall be automatically a member of the Associated Students, subject to the limitations and conditions stipulated in the Constitution, A.S.C. Membership Agreement, A.S.C. Code of Responsibility, the C.C.S. Student Code of Conduct, Title VII of the Civil Rights Act of 1964, American's with Disabilities Act (A.D.A.), and Age Discrimination in Employment Act.

ARTICLE IV: ASSOCIATED STUDENT COUNCIL (A.S.C.)

Section 1: Purpose

It shall be the purpose of the A.S.C. not limited to, promoting quality education and campus community enrichment through aiding the coordination of student representation throughout S.C.C., student organized clubs, on committees, and addressing student concerns on campus; and the responsibilities of the allocation of the budgets and finances of student affairs.

Section 2: Membership

The membership of the A.S.C. shall consist of the Associated Student Executive Council (A.S.E.C.) Officers and the Senate. The Associate Dean of Student Services for Student Development shall serve as the official advisor of this group.

Section 3: Associated Student Executive Council

A.S.E.C. shall bear special responsibility for planning, initiating policies and oversee the administration of the Associated Students of S.C.C., enforce the enactments of the A.S.G.

Section 4: A.S.E.C. Elected Officers

The elected officers of the A.S.E.C. shall be the A.S.G. President.

The duties, election and term of office of the Elected Officers shall be determined and set forth in the Bylaws.

Section 5: A.S.E.C. Appointed Officers

Students shall be appointed as officers to the following positions:

1. A.S.G. Vice-President
2. S.A.C. Chairperson
3. A.S.G. Director of Legislative Issues
4. A.S.G. Director of Emergency Services
5. A.S.G. Director of Administrative Services
6. A.S.G. Director of Student and Club Affairs

The duties, appointment and term of office of these officers shall be defined and set forth in the Bylaws.

Section 6: Senate

The Senate shall be comprised of 5 students whom shall be appointed as Senators to the following positions:

1. A.S.C. Senator of Athletics, Student and Instructional Services
2. A.S.C. Senator of Business, Hospitality and Information Technologies
3. A.S.C. Senator of Health and Environmental Sciences
4. A.S.C. Senator of Arts and Sciences
5. A.S.C. Senator of Technical Education

The duties, appointment and term of office of these Senators shall be defined and set forth in the Bylaws.

Section 7: Authority

All legislative powers herein granted shall be vested in the A.S.C. of S.C.C. Such powers include the direction and regulation of all activities and policies of the Associated Students and the enactment of measures for the general welfare of the Associated Students.

ARTICLE V: STUDENT ACTIVITIES COUNCIL (S.A.C.)

Section 1: Purpose

It shall be the purpose of the S.A.C. to promote and coordinate a well-balanced program of student-initiated activities to meet the cultural, social and recreational needs of S.C.C. students outside of the classroom and to establish a smooth and efficient way of planning campus events.

Section 2: Membership

The Associated Student Program Coordinator shall serve as advisor to the S.A.C. Five (5) students shall be appointed as programmers of the S.A.C. The membership of the S.A.C. shall consist of the following:

1. S.A.C. Chairperson
2. A.S.G. Director of Administrative Services
3. A.S.G. Director of Student and Club Affairs
4. S.A.C. Promotions Coordinator
5. S.A.C. Programmer of Comedy and Concerts
6. S.A.C. Programmer of Multicultural Events
7. S.A.C. Programmer of Issues and Awareness
8. S.A.C. Programmer of Participation Activities

The duties, appointment and term of office of members shall be defined and set forth in the Bylaws.

Section 3: Authority

The S.A.C. shall have the authority to exercise control over those funds allocated to it by the A.S.C. The S.A.C. shall also have the responsibility of assisting the various student clubs and organizations in promoting the activities and programs they sponsor for the student body.

ARTICLE VI: ASSOCIATED STUDENT CLUBS AND ORGANIZATIONS

Any group desiring to organize a club or organization with legal use of the college name and/or obtain budgeting, must seek charter approval from the A.S.C. procedures for obtaining a charter shall be set forth in the Bylaws. (Refer to Financial Procedures Manual for Services and Activities Fees as guidelines for A.S. Clubs and Organizations).

ARTICLE VII: FINANCES

Section 1: Authority

The A.S.C. shall assume the authority and initial responsibility for the development and approval of Associated Student budgets where Services and Activities (S&A) Fees are used, with final approval lying with the Board of Trustees.

Section 2: Policies & Procedures

The financial policies and procedures of the A.S.C. governing S&A Fees shall be defined and set forth in the Bylaws.

Section 3: Self-Imposed Taxes

The A.S.C. shall assume the authority, initial responsibility and approval of self-imposed taxes (i.e., the Technology Fee), with final approval lying with the Board of Trustees.

ARTICLE VIII: REFERENDUM AND INITIATIVE

The Associated Students of S.C.C. have the rights of initiative, referendum and recall.

ARTICLE IX: CONSTITUTIONAL BYLAWS PROVISIONS

The Bylaws of the Associated Students of S.C.C. shall be the lawful means by which the provisions of this Constitution shall be implemented.

ARTICLE X: CONSTITUTION AMENDMENT PROVISIONS

Section 1: Initiating

Amendments to this Constitution may be initiated by a two-thirds (2/3) vote of the A.S.C. or by a petition bearing the signature of no less than one-tenth of the currently enrolled students who have paid a S&A Fee as verified by the College Registrar's office.

Section 2: A.S.C. Deliberation

Proposed amendments to this Constitution must be presented to the A.S.C. two (2) weeks before the A.S.C. is to act upon said amendment.

Section 3: Posting

Proposed amendments to this Constitution shall be posted for ten (10) academic days for student review in the lobby of the ASC office area located on the second floor of the Lair and posted on the SCC website. A summary of proposed changes shall be posted in the Student Council display case in the cafeteria, and will be sent to the clubs advisors not less than two (2) weeks before the ASC is to act upon said amendment.

Section 4: Appeal

Any member of the Associated Students may appeal the proposed revisions of the Constitution prior to final approval.

The amendment appeal procedure shall be as follows:

- A. The student shall discuss the issue with the A.S.C.
- B. If unable to resolve the problem, the student may ask the A.S.C. to call a Constitution Revision Committee Meeting to hear and act upon the appeal.
- C. If the issue is still unresolved, the student may appeal to the A.S.C.
- D. Final appeal is before the S.C.C. President.

ARTICLE XI: IMPLEMENTATION

Section 1: Adoption

This Constitution shall be implemented upon its adoption by a two-thirds (2/3) vote of the A.S.C. and upon approval of the Board of Trustees of the C.C.S.

Section 2: Previous Policies

All previous A.S.G. constitutions, including rules, regulations and policies which are in conflict with this document become null and void upon ratification of this Constitution.

ARTICLE XII: DISSOLUTION CLAUSE

The A.S.G. may be dissolved only with the authorization of the C.C.S. Board of Trustees. Upon dissolution or other termination of the A.S.G. all remaining assets of the A.S.G. after payment of all its debts, obligations and necessary final expenses, or after the adequate provision thereof, shall be distributed to the same tax rated campus organizations (with purposes similar to those of the A.S.G.) chosen by the then existing C.C.S. Board of Trustees.

**BYLAWS OF THE ASSOCIATED STUDENT GOVERNMENT
OF SPOKANE COMMUNITY COLLEGE**

ARTICLE I: GENERAL REQUIREMENTS FOR CANDIDATES AND OFFICERS

Section 1: General Requirements for Applicants

The general requirements for candidates at S.C.C. filing for any office are as follows:

- A. Be a currently enrolled full-time (10 credits or more) student within the C.C.S., with the majority of their credits taken at S.C.C.
- B. Have completed at least ten (10) credit hours with a minimum cumulative GPA of 2.6 their most previous quarter at an accredited institution.
- C. Executive council applicants require at least ten (10) credits at C.C.S., with the majority of their credits taken at S.C.C.
- D. Student in good standing with the college and the Associated Students.
- E. Willing to work the number of hours per quarter to fulfill their stipend.

Section 2: General Requirements to Maintain Position

The general requirements at S.C.C. for those students currently holding office are as follows:

- A. currently enrolled in at least ten (10) credits at C.C.S., with the majority of their credits taken at S.C.C.
- B. Completed ten (10) credit hours with a minimum cumulative GPA of 2.3
- C. Student in good standing with the college and the Associated Students.
- D. Willing to work the number of hours per quarter to fulfill their stipend.

Section 2: General Requirements to Maintain Position

The general requirements at S.C.C. for those students currently holding office are as follows:

- A. currently enrolled in at least ten (10) credits at C.C.S., with the majority of their credits taken at S.C.C.
- B. Completed ten (10) credit hours with a minimum cumulative GPA of 2.3
- C. Student in good standing with the college and the Associated Students.
- D. Willing to work the number of hours per quarter to fulfill their stipend.

Section 3: Appeal:

Students not meeting these requirements may appeal to the A.S.C. An appeal will be granted by a 2/3rds majority vote, at which time the student will be placed on probation for the remainder of the current quarter. Students may not appeal on the basis of GPA. The A.S.G. President may grant up to ten academic days of probation to any student contesting their GPA. For approval and, if granted, will be on a probationary period for one quarter. Students may not appeal more than once per school year. A prospective member may not file an appeal or be considered for a position if not in compliance with Article I Section 1.

Section 4: Probation

Any member placed on probation will be required to sign the Council Member Terms of Probation form no later than two (2) days following the A.S.C. meeting where probation was instituted. This form will be kept on file with the A.S.G. President. Failure to comply with the terms of probation shall also result in automatic removal from the A.S.C. / S.A.C. without a vote of the council pursuant to Article VIII, Section 9 of these bylaws.

Section 5: Leave of Absence:

An A.S.G. member may file for a two (2) week leave of absence with the A.S.C. for extenuating circumstance not related to academics or work performance. Should the two (2) week leave of absence not be an adequate amount of time, the member may petition for additional time as needed not to exceed one half of the current scholastic quarter. The A.S.C. will then vote by simple majority to approve or deny the leave of absence and/or extension. The leave of absence would allow a student to miss scheduled meetings and scheduled office hours. The student, while on the granted leave of absence, shall not be included in the calculations for quorum for either the A.S.C. or the S.A.C. so as to allow for the conduction of council business.

Section 6: Academic Leave of Absence:

An A.S.G. officer may file for an academic leave of absence for the Winter or Spring quarter for the purpose of attending a required class, when the program they are in requires that specific class, and in conflicts with the scheduled A.S.C./S.A.C. meetings. That A.S.G. officer would be considered excused from attending the meetings for no more than one quarter. The request must be approved by majority vote. This absence only pertains to meeting attendance. Such officer would still be required to post weekly reports with the A.S.C./S.A.C., and maintain all other responsibilities of the position held. An absence for Fall Quarter would not be allowed. Such officer, while on the granted academic leave of absence, will not be included in the calculations of quorum for the A.S.C. or the S.A.C. so as to allow for the conduction of council business.

Intent:

It is the intent of the A.S.C. to include spring quarter of the previous year as consideration for section 1 B, regardless of the institution previously attended. The A.S.C. recognizes that S.C.C. is a learning environment, and wishes to include as many students as possible in the process of student government. Section 6, The Academic Leave of Absence helps the A.S.C. retain and recruit a wider base of students in block programs that maintain regularly schedule afternoon classes that conflict with A.S.C. meeting times.

ARTICLE II: ASSOCIATED STUDENT GENERAL ELECTIONS**Section 1: Elected Positions**

The A.S.E.C. position of A.S.G. President shall be elected by a vote of the Associated Students and shall assume office at the last meeting of the Spring Quarter.

Section 2: Elections Committee

The Chairperson of the A.S. Elections Committee shall be the A.S.G. Vice-President or the designee of the A.S.C. if the A.S.G. Vice-President is running for an office. The Committee membership shall consist of five (5) additional members, to be appointed by the A.S.G. no later than February 15.

It shall be the responsibility of the A.S. Elections Committee to:

- A. Administer all student elections.
- B. Verify eligibility of all candidates.
- C. Publicize the elections through all available means.
- D. Provide supervision of voting polls and tabulation of votes.
- E. Hear and investigate all complaints concerning elections.
- F. Establish rules and regulations for the administration of all elections.
- G. Maintain and update, as needed, the S.C.C. Associated Student General Elections Handbook.

Section 3: General Elections

There shall be a general election held for all elective officers. This election shall be held on the last Tuesday in April. There shall be no limit of candidates; all eligible names will appear on the general election ballot, with the exception of write-in candidates. In such a case, the candidate's name must be added to the ballot by any student wishing to vote for that candidate. The general election will be governed by the Constitution of the Associated Students of S.C.C., the Bylaws of the Associated Students of S.C.C. and the S.C.C. Associated Student General Elections Handbook.

Section 4: Filing Procedures

Filing for office is open to all members of the Associated Students, provided they meet the general requirements set forth in Article I, Section 1 of these Bylaws. The filing process shall begin no later than three (3) weeks prior to the general election. Candidates must obtain and file an Application with the A.S. Elections Committee and/or offices designated by the A.S. Elections Committee by the established deadline. All candidates will be required to attend a Candidate's Orientation Meeting with the A.S. Elections Committee. Write-in candidates will be allowed but must meet the general requirements set forth in Article I: Section 1 of these Bylaws and must adhere to the rules governing the election process. All write-in candidates must meet with the A.S. Elections Committee Chairperson and/or the Associated Student Program Coordinator in order for their write-in application to be accepted.

Section 5: Voting Rules

- A. The polling places will be selected by the A.S. Elections Committee.
- B. The election will be by secret ballot.
- C. Only currently enrolled S.C.C. students will be allowed to vote.
- D. No student will be entitled to more than one (1) vote for each elected office.
- E. To ensure the validity of the ballots, students must provide proper current student identification.
- F. Absentee privileges are available only to legally handicapped students.
- G. No vote is to be cast by proxy.
- H. Time and place of voting shall be established by the members of the Elections Committee by a majority vote in accordance with the S.C.C. Associated Student General Elections Handbook.

Section 6: Violations

Any election or campaign violation should be brought to the A.S. Elections Committee Chairperson. The A.S. Elections Committee will notify the candidate of the time, place and character of the charges made against him/her.

- A. Any violations must be presented to the candidate in front of two (2) A.S. Elections Committee members who will sign the violation form stating the candidate was informed of the alleged violation.
- B. Complaints against candidates must be filed on the forms provided by the A.S. Elections Committee.
- C. Said form will include the time, place and nature of the alleged violation and must be signed by a witness to the violation.
- D. the Committee hearing must take place no later than forty-eight (48) hours after notification to the candidate of the violation.
- E. Members of the A.S. Elections Committee and the Associate Dean of Student Services for Student Development and/or the Student Activities Program Coordinator shall be present at any hearing convened by the A.S. Elections Committee.
- F. Accurate records of the hearing shall be maintained.
- G. After having heard all the evidence from both parties, the A.S. Elections Committee shall privately deliberate.
- H. A decision will be rendered based on the evidence presented to the A.S. Elections Committee.
- I. Appropriate penalties may be imposed if the A.S. Elections Committee finds a violation did indeed exist.

J. the Committee shall accept no reports of violation later than five (5) academic days after the election.

K. The decision of the A.S. Elections Committee will be final.

Section 7: Election Results

In any A.S. Election, the candidate receiving the largest number of votes is considered the winner. In the case of a tie vote, The A.S. Elections Committee shall conduct a new general election. A.S. General Election results are to be posted on the current A.S.G. President's door no later than twenty-four (24) hours after the election.

ARTICLE III: ASSOCIATED STUDENT OFFICER APPOINTMENTS

Section 1: A.S.G. Officer Appointments

The offices of A.S.G. Vice President, S.A.C. Chairperson, A.S.G. Director of Administrative Services, A.S.G. Director of Legislative Issues and A.S.G. Director of Emergency Services, A.S.G. Director of Student and Club Affairs, S.A.C. Programmer of Comedy and Concerts, S.A.C. Programmer of Issues and Awareness, S.A.C. Programmer of Multicultural Events, S.A.C. Programmer of Participation Activities, S.A.C. Promotions Coordinator, A.S.C. Senator of Business, Hospitality and Information Technologies, A.S.C. Senator of Technical Education, A.S.C. Senator of Arts and Science, A.S.C. Senator of Athletics, LRC and Student Services, and A.S.C. Senator of Health and Environmental Science shall be appointed by the A.S.G. Officer Appointment Committee as stated in Article III, Section 2.

Section 2: A.S.G. Officer Appointing Committee

The A.S.G. Officer Appointing Committee shall consist of a maximum of five members to include the newly elected A.S.G. President, the outgoing A.S.G. President and A.S.G. Vice-President, the A.S.G. Director of Student and Club Affairs and three (3) other officers from the current A.S.G.

Section 3: Time-Line

The A.S.G. shall consider only those applications filed with the A.S.G. Officer Appointment Committee. Based upon the applications submitted, the A.S.G. Officer Appointment Committee shall interview all applicants before appointment. The A.S.C. must ratify the appointment recommendations by a two-thirds (2/3) majority vote.

Section 4: Appeal

Students not selected by the A.S.G. Officer Appointment Committee may file an appeal, except those students not meeting the minimum general requirements for selection as outlined in Article 1 Section 1. The appeal procedure shall be as follows:

A. The student shall file a written appeal within 2 academic days of notification of selection results.

1. The A.S.G. President shall convene a meeting with the A.S.G. Officer Appointment Committee within 2 academic days of the student filing a written notice of the appeal.
2. The Associate Dean of Student Services shall facilitate this hearing.
3. Accurate recording of the hearing shall be maintained.

B. The student may file an appeal with the Associate Dean of Student Services, at the outcome of the hearing.

C. The student may file a final appeal with the V.P. of Student and Instructional Services, at the outcome of the hearing.

D. The student may rescind the notice of appeal in writing to the A.S.G. President at any point in the process. The student shall be afforded the opportunity to bring a support person with them; however the individual will not have a voice in the proceedings.

E. Any finding during the appeal process will be reported to the A.S.C. for review.

Section 5: Fall Appointment Procedures

In the event that there still remains a vacancy of an office after Spring Quarter appointments, the A.S.G. Officer Appointing Committee must reconvene in the fall to continue the appointment process. Any and all offices currently vacant at the end of Spring Quarter must be filled and appointment procedures must start no later than the first (1) day of the Fall Quarter. The Fall A.S.G. Officer Appointing Committee members will be the A.S.G. President, A.S.G. Vice President, A.S.G. Director of Emergency Services, A.S.G. Director of Legislative Issues, A.S.G. Director of Administrative Services, A.S.G. Director of Student and Club Affairs and the S.A.C. Chairperson. If any of the vacant offices is an executive position, the vacant office on the committee must be filled by either an S.A.C. programmer or A.S.C. Senator and appointed appointment of the A.S.G. President.

ARTICLE IV: ASSOCIATED STUDENT EXECUTIVE COUNCIL (A.S.E.C.)

Section 1: Duties

The A.S.E.C. shall be responsible to:

- A. Initiate and implement policies of the Associated Student Council.
- B. Act as spokespersons for educational needs on the local, state and national levels.
- C. Deal with issues relative to the internal operations of the organization.

Section 2: Meetings

The A.S.E.C. shall meet once a week while S.C.C. is in regular session (excluding weeks that include holidays and end of quarter finals). Meetings of the A.S.E.C. shall consist of the A.S.E.C. Officers and the Associate Dean of Student Services for Student Development. Other individuals, such as the A.S. Senators, may attend the meeting with the approval of the A.S.G. President or member facilitating the meeting.

Section 3: Quorum

A quorum for the transaction of business of the A.S.E.C. shall be three (3) members, excluding the A.S.G. President.

Section 4: Term of Office

Term of office for the A.S.E.C. Officers shall be for one (1) year, beginning with the last scheduled A.S.C. meeting of the Spring Quarter.

ARTICLE V: ASSOCIATED STUDENT COUNCIL (A.S.C.)

Section 1: Duties

In addition to those duties set forth in Article V, Section 1, of the Constitution, the A.S.C. shall be responsible to oversee the allocation and expenditure of S&A Fees, administration of the students' role in the tenure process, administration of the student grievance procedure, the assignment of students to college and district committees and other duties that may be required of them.

Section 2: Meetings

The A.S.C. will meet at least once a week when S.C.C. is in regular session (excluding Thanksgiving Week and end of quarter finals). Special meetings may be called by the A.S.G. President or, in the absence of the A.S.G. President, a designee when deemed necessary, provided notification of such meeting has been given no less than twenty-four (24) hours prior. All meetings of the A.S.C. shall be open to all members of the Associated Students, the college faculty, classified staff and administration. Guests may speak at A.S.C. meetings but shall have no vote. In addition, guests must adhere to Robert's Rules of Order, Newly Revised. All A.S.C. members must electronically submit a report of their week's activities to the A.S.G. Director of Administrative Services within three (3) academic days following the meeting.

Section 3: Attendance

All A.S.C. Officers are required to attend all meetings of the A.S.C. If any A.S.C. Officer has one (1) or more unexcused absence, appropriate action must be taken, pursuant to Section 9, of this Article. If any A.S.C. Officer has two (2) or more excused absences in any one (1) quarter, appropriate action may be taken, pursuant to Section 9, of this Article. The A.S.G. President shall review and determine whether or not an absence is excused upon presentation of a valid excuse prior to the meeting. If the absent A.S.C. Officer disagrees with the decision rendered by the A.S.G. President, the officer in question may appeal to the A.S.C. The A.S.C. may override the A.S.G. President's decision by a two-thirds (2/3) vote.

The A.S. Executive Officer Appointing Committee shall be organized within five (5) academic days following the Associated Student general election to consider the applications filed. The A.S. Executive Officer appointments are to be made prior to the Annual All-School Awards Banquet.

Section 4: Application Procedure

Filing for office is open to all members of the Associated Students, provided they meet the general requirements set forth in Article I, Section 1 of these Bylaws. Candidates must obtain and file an application with the A.S.G. Officer Appointment Committee.

Section 5: Appointment Procedure and Voting

A. The A.S.G. Officer Appointment Committee shall consider only those applications that have been filed with the A.S.G. Officer Appointment Committee Chairperson. Interviews will be scheduled for each valid applicant. Based upon the application submitted and interview, the A.S.G. Officer Appointment Committee shall make its recommendations for appointment to the A.S.C.

B. For an appointment recommendation to be referred to the A.S.C., it must pass the A.S.G. Officer Appointment Committee by a majority vote and have approval of the newly elected A.S.G. President or newly elected A.S.G. Vice-President.

C. The A.S.C. must ratify the A.S.G. Officer Appointment Committee recommendations by a two-thirds (2/3) majority vote.

Section 6: Appeal

Students not selected by the A.S.G. Officer Appointment Committee may file an appeal, except those students not meeting the minimum general requirements for selection as outlined in Article 1 Section 1. The appeal procedure shall be as follows:

A. The student shall file a written appeal within 2 academic days of notification of selection results.

1. The A.S.G. President shall convene a meeting with the A.S.G. Officer Appointment Committee within 2 academic days of the student filing a written notice of the appeal.

2. The Associate Dean of Student Services shall facilitate this hearing.

3. Accurate recording of the hearing shall be maintained.

B. The student may file an appeal with the Associate Dean of Student Services, at the outcome of the hearing.

C. The student may file a final appeal with the V.P. of Student and Instructional Services, at the outcome of the hearing.

D. The student may rescind the notice of appeal in writing to the A.S.G. President at any point in the process. The student shall be afforded the opportunity to bring a support person with them; however the individual will not have a voice in the proceedings.

E. Any finding during the appeal process will be reported to the A.S.C. for review.

ARTICLE VI: ASSOCIATED STUDENT COUNCIL METHOD OF SELECTION

Section 1: Appointment

The five (5) A.S. Senators will be appointed by the A.S.G. Officer Appointment Committee in the Fall Quarter of the year they are to hold office.

Section 2: Time-Line

The A.S.G. Officer Appointment Committee shall begin the filing process for the A.S. Senator positions no earlier than the first (1st) day of Spring Quarter. The A.S.C. Senators are to be appointed at the last A.S.C. meeting of the Spring Quarter and shall assume office following the A.S.C. meeting in which they were ratified.

Section 3: Application Procedure

Filing for the offices of A.S.C. Senator is open to all members of the Associated Students, provided they meet the general requirements set forth in Article I, Section 1 of these Bylaws. Candidates must obtain and file an application with the A.S.G. Officer Appointment Committee by the established deadline. Applicants may file independently or may be nominated by their respective instructional area.

Section 4: Appointment Procedure

The A.S.G. Officer Appointment Committee shall consider only those applications filed with the A.S.G. Officer Appointment Committee. Based upon the applications submitted, the A.S.G. Officer Appointment Committee shall interview all applicants before appointment. The A.S.C. must ratify the appointment recommendations by a two-thirds (2/3) majority vote.

Section 5: Appeal

Students not selected by the A.S.G. Officer Appointment Committee may file an appeal, except those students not meeting the minimum general requirements for selection as outlined in Article 1 Section 1. The appeal procedure shall be as follows:

- A. The student shall file a written appeal within 2 academic days of notification of selection results.
 1. The A.S.G. President shall convene a meeting with the A.S.G. Officer Appointment Committee within 2 academic days of the student filing a written notice of the appeal.
 2. The Associate Dean of Student Services shall facilitate this hearing.
 3. Accurate recording of the hearing shall be maintained.
- B. The student may file an appeal with the Associate Dean of Student Services, at the outcome of the hearing.
- C. The student may file a final appeal with the V.P. of Student and Instructional Services, at the outcome of the hearing.
- D. The student may rescind the notice of appeal in writing to the A.S.G. President at any point in the process. The student shall be afforded the opportunity to bring a support person with them; however the individual will not have a voice in the proceedings.
- E. Any finding during the appeal process will be reported to the A.S.C. for review.

ARTICLE VII: ASSOCIATED STUDENT EXECUTIVE COUNCIL (A.S.E.C.)

Section 1: Duties

The A.S.E.C. shall be responsible to:

- A. Initiate and implement policies of the Associated Student Council.
- B. Act as spokespersons for educational needs on the local, state and national levels.
- C. Deal with issues relative to the internal operations of the organization.

Section 2: Meetings

The A.S.E.C. shall meet once a week while S.C.C. is in regular session (excluding weeks that include holidays and end of quarter finals). Meetings of the A.S.E.C. shall consist of the A.S.E.C. Officers and the Associate Dean of Student Services for Student Development. Other individuals, such as the A.S. Senators, may attend the meeting with the approval of the A.S.G. President or member facilitating the meeting.

Section 3: Quorum

A quorum for the transaction of business of the A.S.E.C. shall be three (3) members, excluding the A.S.G. President.

Section 4: Term of Office

Term of office for the A.S.E.C. Officers shall be for one (1) year, beginning with the last scheduled A.S.C. meeting of the Spring Quarter.

ARTICLE VIII: ASSOCIATED STUDENT COUNCIL (A.S.C.)

Section 1: Duties

In addition to those duties set forth in Article IV, Section 1, of the Constitution, the A.S.C. shall be responsible to oversee the allocation and expenditure of S&A Fees, administration of the students' role in the tenure process, administration of the student grievance procedure, the assignment of students to college and district committees and other duties that may be required of them.

Section 2: Meetings

The A.S.C. will meet at least once a week when S.C.C. is in regular session (excluding Thanksgiving Week and end of quarter finals). Special meetings may be called by the A.S.G. President or, in the absence of the A.S.G. President, a designee when deemed necessary, provided notification of such meeting has been given no less than twenty-four (24) hours prior. All meetings of the A.S.C. shall be open to all members of the Associated Students, the college faculty, classified staff and administration. Guests may speak at A.S.C. meetings but shall have no vote. In addition, guests must adhere to Robert's Rules of Order, Newly Revised. All A.S.C. members must electronically submit a report of their week's activities to the A.S.G. Director of Administrative Services within three (3) academic days following the meeting.

Section 3: Attendance

All A.S.C. Officers are required to attend all meetings of the A.S.C. If any A.S.C. Officer has one (1) or more unexcused absence, appropriate action must be taken, pursuant to Section 9, of this Article. If any A.S.C. Officer has two (2) or more excused absences in any one (1) quarter, appropriate action may be taken, pursuant to Section 9, of this Article. The A.S.G. President shall review and determine whether or not an absence is excused upon presentation of a valid excuse prior to the meeting. If the absent A.S.C. Officer disagrees with the decision rendered by the A.S.G. President, the officer in question may appeal to the A.S.C. The A.S.C. may override the A.S.G. President's decision by a two-thirds (2/3) vote.

Section 4: Quorum

A quorum for the transaction of business of the A.S.C. shall be 2/3 of the voting members, excluding the A.S.G. President and any members granted any leave of absence during their leave so as to allow the A.S.C. to conduct business. During the interim between spring departure and fall appointment of A.S. Student Senators, the A.S.E.C. shall act as the A.S.C. with full powers.

Section 5: Voting

All members of the A.S.C., excluding the A.S.G. President, shall be considered voting members. The A.S.G. President may vote to break a tie without exercising his/her power of veto.

Section 6: Veto Power

The A.S.G. President shall have power to veto any enactment of the A.S.C., provided all members of the A.S.C., including members on any granted leave of absence, receive written notice witnessed by the Associate Dean of Student Services or the Associated Student Program Coordinator of such veto within forty-eight (48) hours after the close of the session at which such motion was passed. The A.S.C. shall have the power to override any A.S.G. President's veto by a two-thirds (2/3) vote of the members of the A.S.C., at which point the motion will be final.

Section 7: Rules of Order

Meetings of the A.S.C. shall be governed by Robert's Rules of Order, Newly Revised.

Section 8: Term of Office

Term of office for A.S.C. Senators shall be for nine (9) months, beginning no later than the first (1st) academic day of Fall Quarter.

Section 9: Removal of A.S.C. Officers

A. Any member of the A.S.C. is subject to removal from office by two-thirds (2/3) vote of the voting membership of the A.S.C. provided a motion for removal has been introduced at a regularly scheduled meeting of the A.S.C. An A.S.C. Officer may be removed by the A.S.C. if he/she has:

- 1) Submitted a resignation at least ten (10) academic days prior to the last day of service; a resignation may be accepted on shorter notice under extenuating circumstances and is subject to the A.S.G. President's acceptance.
- 2) Missed one (1) or more regularly scheduled meetings in any one (1) quarter without a valid excuse approved by the A.S.G. President.
- 3) Missed two (2) or more regularly scheduled meetings in any one (1) quarter with a valid excuse approved by the A.S.C.
- 4) Not maintained the minimum general requirements pursuant to Article I, Section 1 of these Bylaws or duties and responsibilities of his/her office.
- 5) Been placed on disciplinary probation in accordance with the provisions of the C.C.S. Code of Conduct according to WAC 132Q-02, 07 and 94.

B. Any member of the A.S.C. shall be removed from office without a vote of the A.S.C. if the member:

- 1) Remained or returned in violation of any portion of Section 9(A) having been previously granted a probationary period of one quarter pursuant to Article I.
- 2) Committed a second violation of Article VIII Section 9 (A-5).
- 3) Failed to comply with Article I Section 3

Intent: It is the intent of the A.S.C. to remove any officer from the A.S.C. without vote for remaining on academic probation for more than one quarter, to include Spring quarter of the previous year, in accordance with the academic standards of this institution.

Section 10: Replacement Procedure

A. In the event of any vacancy of any A.S.C. Office, other than that of the A.S.G. President, the A.S.G. President shall appoint a successor subject to final approval of the A.S.C. by a two-thirds (2/3) majority vote of the A.S.C..

1) Replacement procedures shall begin within two (2) academic days following the A.S.C. removal of, or acceptance of resignation of any A.S.C. member, with the replacement ratified within fifteen (15) academic days following said vacancy.

B. In the event of vacancy in the office of A.S.G. President, the A.S.G. Vice-President will assume that office and proceed to appoint a successor as prescribed above in Subsection A.

C. In the event of simultaneous vacancies of the A.S.G. President and A.S.G. Vice-President, a general election shall be held after the vacancies occur.

Section 11: Stipend

All A.S.C. members in accordance with their duties, responsibilities and general requirements receive a stipend.

The disbursement of the stipend shall be determined by hours as logged.

Section 12: Order of Succession

For reasons of authority within the A.S.G. the following has been established as the Order of Succession:

- 1) A.S.G. President
- 2) A.S.G. Vice-President
- 3) S.A.C. Chairperson
- 4) A.S.G. Director of Legislative Issues
- 5) A.S.G. Director of Administrative Services
- 6) A.S.G. Director of Emergency Services
- 7) A.S.C. Senator

In the event of simultaneous vacancies of the A.S.G. President and A.S.G. Vice-President, the next officer in Order of Succession will assume the position of Interim A.S.G. President and immediately act upon the Bylaws of The Associated Students of S.C.C. according to Article VIII: Section 10; Subsection C.

IX: DUTIES AND RESPONSIBILITIES OF A.S.C. OFFICERS

Section 1: Associated Student Government President

The duties and responsibilities of the A.S.G. President shall be to:

- A. Serve as the Chief Executive Officer of the A.S.C., working within the guidelines of the Board of Trustees.
- B. Be responsible for the development and management of all A.S.C. operations.
- C. Implement and administer all policies and programs authorized by the A.S.C. except when the A.S.C., the A.S.C. Constitution or Bylaws otherwise delegate policies and programs.
- D. Preside over all meetings of the A.S.E.C. and the A.S.C.
- E. Be responsible for the arrangement of tentative agendas for all regularly scheduled meetings of the A.S.C.
- F. Create committees as deemed necessary by the A.S.C. and to appoint members of said committees.
- G. Appoint a parliamentarian as an ex-officio member if deemed necessary.
- H. Provide leadership and involve students in the formation of policies.
- I. Represent the A.S.C. to the Board of Trustees, administration and faculty and to serve as the liaison between the A.S.C. and these groups.
- J. Represent the A.S.C. to the State Board for Community and Technical Colleges, the state legislature and other state and federal agencies.
- K. Serve as an ex-officio member of all A.S.C. committees.
- L. Serve as the Chairperson of the Associated Student Grievance Committee.
- M. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 2: Associated Student Government Vice-President

The duties and responsibilities of the A.S.G. Vice-President shall be to:

- A. Perform all duties of the A.S.G. President in his/her absence.
- B. Serve as Chairperson of the A.S. Elections Committee.
- C. Serve as Chairperson of the A.S.G. Officer Appointment Committee.
- D. Administer and coordinate the students' role in the Tenure Review Process and to collaborate with division deans to maintain the highest quality of student representation on Tenure Review Committees.
- E. Serve as the Chairperson of the S.C.C. Technology Fee Committee, which shall consist of members of either/both the A.S.C. or the S.A.C. The committee must be formed no later than the fifth (5th) academic day of the Winter Quarter.
- F. Serve as the Chairperson of the Constitution Revision Committee.
- G. Assist the A.S.G. President in all matters related to, but is not limited to, personnel issues.

H. Strive to achieve skills in team-building, conflict management, delegation of duties as necessary and leadership along with the administration of effective leadership training to the A.S.C..

I. Serve as a member of the District Dismissal Review Committee.

J. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 3: Student Activities Council Chairperson

The duties and responsibilities of the S.A.C. Chairperson shall be to:

A. Serve as Chairperson of the S.A.C. and to preside over its meetings.

B. Be responsible for the arrangement of tentative agendas for all regularly scheduled meetings of the S.A.C.

C. Ensure prompt contact or filing of all promotional material in a timely manner.

D. Serve on the A.S. Executive Appointment Committee responsible for selecting the members to the S.A.C. subject to approval by the A.S.C.

E. coordinate quality programming (educational, multicultural, social and recreational) for the broad spectrum of students at S.C.C.

F. maintain an up-to-date list of all campus activities and report weekly to the A.S.C.

G. coordinate, process and meet established deadlines for on-campus publicity through campus representatives and in on-campus publications (i.e. The College Newspaper, Little Footnotes, On the Inside) to bring awareness of S.A.C. and A.S.C. activities, programs and projects.

H. Meet with the A.S.G. President on a regular basis to maintain an open line of communication between S.A.C. and A.S.C.

I. Become a mediator between campus clubs and organizations, A.S.C. and S.A.C. to promote conflict resolution.

J. Meet with S.A.C. members on continuing basis to maintain upkeep of duties and responsibilities in regards to S.A.C.

K. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 4: Associated Student Government Director of Administrative Services

The duties and responsibilities of the A.S.G. Director Administrative Services shall be to:

A. be responsible for recording, typing and distributing the minutes of all A.S.C. and S.A.C. meetings. Copies of the agendas received from the A.S.G. President and S.A.C. Chairperson are to be distributed within forty-eight (48) hours prior to the meeting. Copies of the approved minutes are to be distributed within three (3) academic days following the Council meeting to the following:

1) Members of the A.S.C. 2) Members of the S.A.C. 3) Associate Dean of Student Services for Student Development and his/her office assistant 4) S.A.C. Advisor 5) S.C.C. Vice President of Learning 6) S.C.C. Vice President of Student and Instructional Services 7) S.C.C. President 8) Director of Athletics 9) Association of Higher Education President 10) Classified Staff President 11) District Chief Executive Officer/Chancellor 12) District Chief Operations Officer 13) District Chief Human Resources Officer 14) District Public Relations Office 15) District Chief Financial Officer 16) The College Newspaper 17) All S.C.C. Clubs and Organizations

B. Keep an accurate record of A.S.C. and S.A.C. attendance and voting at all meetings.

C. Be responsible for accepting and filing all committee and officer reports.

D. Distribute agendas for all meetings as directed by the A.S.G. President and the S.A.C. Chairperson.

E. Maintain a system to accurately portray attendance of A.S.C. members and all Associated Student and Instructional Related Program Clubs and Organizations and to keep the A.S.G. President and the S.A.C. Chairperson informed as to their status and to submit a quarterly report on club and organization attendance.

F. Keep and provide weekly financial records of the A.S.C., S.A.C., Food Bank and A.S.C. Legislative budgets.

G. Prepare the annual A.S.C. budget requests to present to the A.S. Budget and Finance Committee.

H. Recommend to the A.S.C. sound fiscal policies for the management of A.S.C. and S.A.C. funds.

I. Initiate requests for and maintains an inventory of A.S.C. and S.A.C. office supplies and materials.

J. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 5: Associated Student Government Director of Legislative Issues

The duties and responsibilities of the A.S.G. Director of Legislative Issues shall be to:

A. Serve as the liaison between the A.S.C. and the state legislature.

B. Serve as chair of the A.S.C. Legislative Committee.

C. Serve as a member of the District Legislative Steering Committee.

D. Attend and actively represent the A.S.C. at campus and state legislative meetings.

E. Represent the Associated Students at all levels of government such as: City, County, State and Federal governments.

F. Establish an agenda to facilitate guest speakers for legislative issues (i.e. State Representatives/ Senators, City Officials).

G. Promote, without bias, the general elections for City, County, State and Federal governments as well as initiatives and measures.

H. Assist the A.S.G. President in scheduling meetings and setting agendas for trips relating to legislative issues.

I. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 6: Associated Student Government Director of Emergency Services

The duties and responsibilities of the Director of Emergency services shall be to:

A. Coordinate and operate the A.S.C. Food Bank.

B. Coordinate and operate the A.S.C. the Tree of Sharing.

C. Coordinate and operate the A.S.C. Thanksgiving Baskets.

D. Assist students with information regarding social and health services available to them.

E. Establish communication lines with outside agencies that can help students in times of crisis.

F. Be the emergency student loan liaison.

G. Assist students with tragedy relief.

H. Be the fund-raising coordinator for the A.S.C. Food Bank, Tree of Sharing, Thanksgiving Baskets and Associated Student related food drives.

I. Serve as a member of the A.S. Executive Appointment Committee.

J. Assure receipts and/or other proof of purchase documentation are submitted to the Student Activities office in a timely manner.

K. Appoint and delegate responsibilities to the work-study position for the A.S.C. Food Bank.

L. Maintain accurate and current information as required by Second Harvest.

M. Maintain the A.S.C. Food Bank food storage area and a regular cleaning schedule as required by the food and health regulations of Second Harvest.

N. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 7: Associated Student Government Director of Student and Club Affairs

The duties and responsibilities of the Director of Student and Club Affairs shall be to:

A. Delegate clubs among the A.S.C. Senators

B. Work directly with the Student Activities Council Advisor and Associated Student Council Advisor in matters related to clubs and organizations

C. Serve as Chairperson of the A.S. Budget and Finance Committee

D. Assist students with information regarding educational benefits in order to help them succeed

E. Maintain active contact with A.S.C. Senators to assure that lines of communication between the clubs and A.S.G. are kept active at all times

F. Maintain active communication with club advisors in ensure the needs of the clubs are met

G. Maintain active communication with clubs and organizations to ensure the needs of the members of said club and/or organization are met

H. Act as a member of both the Associated Student Council and Student Activities Council

I. Write a quarterly report of all A.S.G. business and activities for both the School Newspaper and for the A.S.G. Website

J. is an ex-officio member of the A.S.G. Constitution Revision Committee

- K. Issue polls, questionnaires and so forth as deemed necessary by the A.S.G. President
- L. Investigate any clubs that are failing to make their required meetings with the A.S.G. and report all findings to the A.S.G. President
- M. Abide by all shared duties of all A.S.G. members (see Appendix B)

Section 8: A.S.C. Senate

The duties and responsibilities of the A.S.C. Senate shall be to:

- A. Represent the students in their designated divisions to the A.S.C. and serve as an official liaison between their designated departments (see Appendix A).
- B. Act as an official liaison between clubs and the A.S.G. by providing information and guidance in how to function with respect to S.C.C. and A.S.G. policies and procedures.
- C. Meet and work with division deans, department chairs and supervisors in their designated divisions and departments to meet the needs of students.
- D. Inform students of the activities programs and projects of the A.S.C. on a regular basis.
- E. Meet with A.S.G. President and the A.S.G. Vice-President on a continuing basis to maintain upkeep of duties and responsibilities.
- F. Abide by all shared duties of all A.S.G. members (see Appendix B).

Section 9: District Athletics Committee

It will be the responsibility of the Senator of Athletics, LRC and Student Services to act as an ex-officio member to the District Athletics Committee. As an ex-officio member of this committee, it will be the responsibility of the Senator of Athletics to appoint an alternate to represent them in their place should they not be able to attend.

ARTICLE X: STUDENT ACTIVITIES COUNCIL (S.A.C.)

Section 1: Duties

The S.A.C. shall be responsible for the promotion and coordination of all social functions of the Associated Students and the various student clubs and organizations, to assist the student clubs and organizations in any way possible and to assume any other duties deemed necessary by the S.A.C. Chairperson, and/or the A.S.G. President.

Section 2: Meetings

The S.A.C. will meet at least once a week when S.C.C. is in regular session (excluding Thanksgiving Week and end of quarter finals). Special meetings may be called by the A.S.G. President or S.A.C. Chairperson, provided notification of such meeting has been given no less than twenty-four (24) hours prior. All meetings of the S.A.C. shall be open to all members of the Associated Students, the college faculty, classified staff and administration. Guests may speak at S.A.C. meetings but shall have no vote. In addition, guests must adhere to Robert's Rules of Order, Newly Revised. All S.A.C. members shall submit an electronic report of their week's activities to the A.S.G. Director of Administrative Services within three (3) academic days following the meeting.

Section 3: Appointment

The Spring A.S. Executive Appointing Committee shall appoint the members of the S.A.C., to include the S.A.C. Chairperson, subject to approval of the A.S.C. No less than three (3) S.A.C. members shall be appointed prior to the Annual All School Awards Banquet and serve from the last scheduled S.A.C. meeting of spring quarter until appointments are made the following spring.

Section 4: Appeal

Students not selected by the Spring A.S. Appointing Committee may file an appeal, except those students not meeting the minimum general requirements for selection as outlined in Article 1 Section 1. The appeal procedure shall be as follows:

A. The student shall file a written appeal within 2 academic days of notification of selection results.

1. The A.S.G. President shall convene a meeting with the Spring A.S. Appointing Committee within 2 academic days of the student filing a written notice of the appeal.

2. The Associate Dean of Student Services shall facilitate this hearing.

3. Accurate recording of the hearing shall be maintained.

B. The student may file an appeal with the Associate Dean of Student Services, at the outcome of the hearing.

C. The student may file a final appeal with the V.P. of Student and Instructional Services, at the outcome of the hearing.

D. The student may rescind the notice of appeal in writing to the A.S.G. President at any point in the process. The student shall be afforded the opportunity to bring a support person with them; however the individual will not have a voice in the proceedings.

E. Any finding during the appeal process will be reported to the A.S.C. for review.

Section 5: Attendance

All S.A.C. members are required to attend all meetings of the S.A.C. If any S.A.C. member has one (1) or more unexcused absences, appropriate action must be taken, pursuant to Section 9, of this Article. If any S.A.C. member has two (2) or more excused absences in any one (1) quarter, appropriate action may be taken, pursuant to Section 9, of this Article. Whether or not an absence is excused shall be determined by the S.A.C. Chairperson, upon presentation of a valid excuse to the S.A.C. Chairperson prior to the meeting. The S.A.C. Chairperson shall then review the officer's excuse and render a decision regarding its validity. If the absent S.A.C. member disagrees with the decision rendered by the S.A.C. Chairperson, the member in question may appeal to the A.S.C. The A.S.C. may override the S.A.C. Chairperson's decision by a two-thirds (2/3) vote.

Section 6: Quorum

A quorum for the transaction of business of the S.A.C. shall be 2/3 of the voting members, excluding the S.A.C. Chairperson and any members granted any leave of absence during their leave so as to allow the S.A.C. to conduct business.

Section 7: Voting

All members of the S.A.C., excluding the S.A.C. Chairperson, shall be considered voting members. The S.A.C. Chairperson may vote to break a tie without exercising his/her power of veto.

Section 8: Veto Power

The A.S.G. President and S.A.C. Chairperson shall have power to veto any enactment of the S.A.C. provided all members, including members on any granted leave of absence receive written notice witnessed by the Associate Dean of Student Services or the Associated Student Program Coordinator of such veto within forty-eight (48) hours after the close of the session at which such motion was passed. The S.A.C. shall have the power to override any A.S.G. President or S.A.C. Chairperson's veto by a two-thirds (2/3) vote of the members of the S.A.C., at which point the motion will be final.

Section 9: Rules of Order

Meetings of the S.A.C. shall be governed by Robert's Rules of Order, Newly Revised.

Section 10: Term of Office

The term of office for the S.A.C. members shall begin from the last scheduled S.A.C. meeting of Spring Quarter until appointments are made the following spring.

Section 11: Removal of S.A.C. Member(s)

A. Any member of the S.A.C. is subject to removal from office by two-thirds (2/3) vote of the voting membership of the S.A.C. provided a motion for removal has been introduced at a regularly scheduled meeting of the S.A.C. An S.A.C. Council Member may be removed by the S.A.C. if he/she has:

1. Submitted a resignation at least ten (10) academic days prior to the last day of service; a resignation may be accepted on shorter notice under extenuating circumstances and is subject to the S.A.C. Chairperson's acceptance.
2. Missed one (1) or more regularly scheduled meetings in any one (1) quarter without a valid excuse approved by the S.A.C. Chairperson.
3. Missed two (2) or more regularly scheduled meetings in any one (1) quarter with a valid excuse approved by the S.A.C. Chairperson.
4. Not maintained the minimum general requirements pursuant to Article I, Section 1 of these Bylaws or duties and responsibilities of his/her office.
5. Been placed on disciplinary probation in accordance with the provisions of the C.C.S. Code of Conduct according to WAC 132Q- 02, 07 and 94.

B. Any member of the S.A.C. will be removed from office without a vote of the S.A.C. if the member:

1. Remained or returned in violation of any portion of section 9 A having been previously granted a probationary period of one quarter pursuant to Article I.
2. Committed a second violation of Article VIII Section 9 (A-5).
3. Failed to comply with Article I Section 3

Intent: It is the intent of the A.S.C. to remove any member of the S.A.C. without vote for remaining on academic probation for more than one quarter, to include Spring quarter of the previous year, in accordance with the academic standards of this institution.

Section 12: Replacement Procedure

In the event of a vacancy in the S.A.C., the S.A.C. Chairperson shall appoint a successor, subject to final A.S.C. approval by a two-thirds (2/3) majority vote of the voting membership of the A.S.C.

1. Replacement procedures shall begin within two (2) academic days following the A.S.C. removal or acceptance of the resignation of any S.A.C. member, with the replacement ratified within fifteen (15) academic days following said vacancy.

Section 13: Order of Succession

For reasons of authority within the A.S.C. and S.A.C., the following has been established as the order of succession to ease any potential uncertainty:

1. S.A.C. Chairperson
2. A.S.G. Director of Administrative Services
3. S.A.C. Member(s)

* Note – In the event of an absence of the S.A.C. Chairperson at a meeting of the S.A.C., the S.A.C. Promotions Coordinator shall preside over said meeting.

ARTICLE XI: DUTIES AND RESPONSIBILITIES OF S.A.C. MEMBERS

Section 1: S.A.C. Promotions Coordinator

The duties and responsibilities of this S.A.C. Member shall be to:

- A. create promotional materials as needed (i.e. flyers, posters, reader board material) for all events passed by the S.A.C. and assist S.A.C. members in the distribution before the event(s) and the prompt removal of these materials after the event(s) throughout the S.C.C. campus.
- B. Perform all duties of the S.A.C. Chairperson in the event of his/her absence at any scheduled meeting of the S.A.C.
- C. Assist the S.A.C. Chairperson in coordination of quality programs and activities.
- D. Inform the students of the activities, programs and projects of the S.A.C.

E. Meet with S.A.C. Chairperson on a continuing basis to maintain upkeep of duties and responsibilities.

F. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 2: S.A.C. Programmer of Comedy and Concerts

The duties and responsibilities of this S.A.C. Member shall be to:

A. Bring proposals to the S.A.C. of comedy events and musical performers for the entertainment of all S.C.C. students.

B. Maintain contact on a continuing basis with all clubs and organizations at S.C.C.

C. Assist the S.A.C. Chairperson in coordination of quality programs and activities.

D. Inform the students of the activities, programs and projects of the S.A.C.

E. Meet with S.A.C. Chairperson on a continuing basis to maintain upkeep of duties and responsibilities.

F. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 3: S.A.C. Programmer of Multicultural Events

The duties and responsibilities of this S.A.C. Member shall be to:

A. Bring proposals to the S.A.C. of multicultural and international events for the entertainment and enrichment of all S.C.C. students in order to promote cultural diversity.

B. Maintain contact on a continuing basis with all clubs and organizations at S.C.C.

C. Assist the S.A.C. Chairperson in coordination of quality programs and activities.

D. Inform the students of the activities, programs and projects of the S.A.C.

E. Meet with S.A.C. Chairperson on a continuing basis to maintain upkeep of duties and responsibilities.

F. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 4: S.A.C. Programmer of Issues and Awareness

The duties and responsibilities of this S.A.C. Member shall be to:

A. bring proposals to the S.A.C. of events for the enrichment and education of all S.C.C. students in order to promote awareness of global, national, regional and local issues.

B. Maintain contact on a continuing basis with all clubs and organizations at S.C.C.

C. Assist the S.A.C. Chairperson in coordination of quality programs and activities.

D. Inform the students of the activities, programs and projects of the S.A.C.

E. Meet with S.A.C. Chairperson on a continuing basis to maintain upkeep of duties and responsibilities.

F. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

Section 5: S.A.C. Programmer of Participation Activities

The duties and responsibilities of this S.A.C. Member shall be to:

A. Bring proposals to the S.A.C. of activities in which all S.C.C. students may be a participant.

B. Maintain contact on a continuing basis with all clubs and organizations at S.C.C.

C. Assist the S.A.C. Chairperson in coordination of quality programs and activities.

D. Inform the students of the activities, programs and projects of the S.A.C.

E. Meet with S.A.C. Chairperson on a continuing basis to maintain upkeep of duties and responsibilities.

F. Abide by all shared duties of all A.S.C. / S.A.C. members (see Appendix B).

ARTICLE XII: CLUBS AND ORGANIZATIONS

Section 1: Purpose

The Associated Students of S.C.C. recognize and fund chartered clubs and organizations who give S.C.C. students the opportunity to further their education and provide a service to the campus community.

Section 2: Recognition

All clubs, in order to be a chartered S.C.C. student organization, must submit a Club Charter (Constitution) to the A.S.C. for approval.

Section 3: Charter

The Club Charter shall include the name of the student organization, the purpose and goals of the organization.

Section 4: Membership

All clubs and organizations must be open to all S.C.C. students without regard to race, religion, creed, sex or national origin.

Section 5: Finances

A newly chartered club may not receive more than \$100 during their first year as a recognized student organization. If a special circumstance arises where a newly chartered club requires more than the customary \$100 budget, the A.S.C. may choose to allocate any appropriate additional funding. After this, clubs must follow the budgeting procedures as outlined in Article XIII of these Bylaws.

Section 6: Use of Facilities

All clubs and organizations must be fully recognized and/or chartered by the A.S.C. if they are to:

- A. Use the name of Spokane Community College.
- B. Use the facilities of Spokane Community College.
- C. Be eligible to administer programs and activities.

Section 7: Requirements

- A. All Clubs and Organizations are required to sponsor at least one (1) activity for the general Associated Student body each year.
- B. An annual budget and activities report will be submitted by each club. These reports must be written and will be taken into consideration during the budgeting process at the end of the academic year.
- C. It shall be mandatory for all Clubs and Organizations to attend any combination of no less than five (5) total meetings the S.A.C. and/or A.S.C. per quarter; failure to do so may result in the club being placed on probation. The A.S.C. will take extenuating circumstances into consideration.
- D. No A.S.E.C. member will be permitted to represent any club or organization at A.S.C. meetings.
- E. No A.S.C. member will be permitted to represent any club or organization at A.S.C. meetings.
- F. No S.A.C. member will be permitted to represent any club or organization at S.A.C. meetings.
- G. No student may represent more than one club or organization at a meeting of the A.S.C. or S.A.C.
- H. Club advisors are always welcome at meetings of the A.S.C. / S.A.C., however their attendance shall not count as an attendance credit.
- I. Multiple members representing a club/organization at any one (1) meeting shall not count for more than one (1) attendance credit at said meeting.

Section 8: Probation

Non-compliance of stipulations in Article XII, Section 7, may result in a probationary period not to exceed one quarter. Probation shall consist of a club being restricted from requesting funding from the A.S.C. as well as denied access to current club funds until the terms of probation are met. When determining probation, the A.S.C. shall take extenuating circumstances, expressed within two (2) weeks following the start of the probationary quarter, into consideration. A club must make all five (5) meetings of the current quarter to satisfy the terms of probation. After a club meets the terms of probation they may request funding from the A.S.C. and current club funds will be released back to the club. At the end of probation, club advisor(s) will be notified if probation has been met; if not, club funding may be permanently reduced or terminated for the remainder of the academic year. The President or designee of any club/organization placed on probation shall be required to sign the Club/Organization Terms of Probation form, wherein the terms of probation shall be outlined. This form shall be kept on file with the A.S.G. President.

ARTICLE XIII: FINANCES

Section 1: Source of Funds

Programs of the Associated Students shall be funded by S&A Fees collected from students as part of their tuition and fees.

Section 2: Authority

The A.S.C. shall have authority over those S&A Fees allotted to it and shall assume responsibilities as delegated by the C.C.S. Board of Trustees. The allocation and expenditure of Associated Student funds shall be subject to the provisions outlined in the Community Colleges of Spokane Financial Procedures Manual for S&A Fees.

Section 3: Finance and Budget Committee

The A.S.G. Director of Administrative Services shall be the Chairperson of the A.S. Budget and Finance Committee. The committee membership shall consist of the A.S.G. Director of Administrative Services and additional members of the A.S.C. or S.A.C. as appointed by the committee chair, not to exceed 7 total members including the chairperson. The A.S. Budget and Finance Committee shall be responsible for the development of the budgets for Associated Student programs.

Section 4: Funding Guidelines

The guidelines for the allocation of Associated Student funds shall be as follows:

- A. Newly chartered A.S. Clubs and Organizations will be allocated no more than \$100 during their first year, with the exception mentioned in Article XII, Section 5.
- B. Field trips will not be funded by Associated Student funds and should be funded through the instructional budgets.
- C. Representative attendance outside the Spokane area for meetings and conferences cannot be funded, except those deemed appropriate by the A.S.C.
- D. Individual student membership fees to outside clubs or organizations will not be funded by the Associated Students unless deemed necessary by the A.S.C.
- E. The A.S.C. must approve line item changes exceeding \$100. Failure to do so will be taken into consideration during the budgeting process for the next academic year.

Section 5: Budgeting Procedure

The procedure for developing the annual budgets of the various Associated Student programs, clubs and organizations shall be vested with the A.S. Budget and Finance Committee as follows:

- A. The A.S. Budget and Finance Committee shall initiate the budgeting process no later than February 28, at which time budget request forms are to be sent to all Associated Student programs and clubs.

- B. Budget requests are to be completed by the respective clubs and returned to the Associate Dean of Student Services for Student Development or the Associated Student Program Coordinator no later than the last day of winter quarter
- C. Budget requests will be reviewed by the A.S. Budget and Finance Committee and revisions may be made to meet the available funding level for the upcoming year.
- D. Revised budgets will be returned to the respective clubs for concurrence.
- E. Associated Student clubs and programs will have the opportunity to appear before the A.S. Budget and Finance Committee to offer justification for their request and appeal any action taken by the A.S. Budget and Finance Committee.
- F. Approved budgets will be forwarded to the A.S.C. for ratification. Once approved by the A.S.C., Associated Student club and organization budgets will be forwarded to the C.C.S. Board of Trustees through the S.C.C. President and the District Administration.
- G. Final Associated Student budget approval lies with the Board of Trustees.
- H. If additional funds are necessary during the course of the year to fund non-budgeted programs, the club may seek additional moneys from the Associated Student Contingency fund. Requests for these funds are to be presented to the A.S.C. for approval.

Section 6: Budget Appeal Procedure

The budget appeal procedure shall be as follows:

- A. The club shall discuss the issue with the A.S. Budget and Finance Committee Chairperson.
- B. If unable to resolve the problem, the club may ask the A.S.C. to call an A.S. Budget and Finance Committee meeting to hear and act upon the appeal.
- C. If the issue is still unresolved, the club may appeal to the A.S.C.
- D. Final appeal is before the S.C.C. President.

ARTICLE XIV: COMMITTEES

Section 1: Special Committees

Special Committees may be created as deemed necessary by the A.S.C. and/or the A.S.G. President. The appointment of the committee chairperson and members shall be the responsibility of the A.S.G. President.

Section 2: College and District Committees

The A.S.C. shall have the authority to appoint student members to college and district committees as those positions become available. The A.S.G. President will provide these appointments as recommendations for final consideration.

ARTICLE XV: BYLAW AMENDMENTS

Section 1: Initiating

Amendments to these Bylaws may be initiated by a two-thirds (2/3) vote of the A.S.C. or by a petition bearing the signature of no less than one-tenth of the currently enrolled students who have paid an S&A Fee as verified by the College Registrar's office.

Section 2: Associated Student Council Deliberation

Proposed amendments to these Bylaws shall be presented two (2) weeks prior to the time when the A.S.C. is to act upon said amendment.

Section 3: Posting

Proposed amendments to this Constitution shall be posted for ten (10) academic days for student review in the lobby of the ASC office area located on the second floor of the Lair and posted on the SCC website. A summary of proposed changes shall be posted in the Student Council display case in the cafeteria, and will be sent to the clubs advisors not less than two (2) weeks before the ASC is to act upon said amendment.

Section 4: Appeal

Any member of the Associated Students may appeal the proposed revisions of the Bylaws. The amendment appeal procedure shall be as follows:

- A. The student shall discuss the issue with the A.S.C.
- B. If unable to resolve the problem, the student may ask the A.S.C. to call a Constitution Revision Committee meeting to hear and act upon the appeal.
- C. If the issue is still unresolved, the student may appeal to the A.S.C.
- D. Final appeal is before the S.C.C. President.

Section 5: Implementation

Approval of the proposed amendments to the Bylaws shall require a two-thirds (2/3) vote of the A.S.C. once the amendments in question have met the posting requirements.

Section 6: Previous Policies

All previous A.S.C. constitutions, rules, regulations and policies, which are in conflict, will become null and void upon adoption of a new or revised Constitution.

APPENDIX A

Areas of Representation

To simplify the areas of representation for Senators (A.S.C.), the following alphabetical list has been assembled.

Appendix A Key:

Business, Hospitality, and Information Technology	BU
Arts and Sciences	A&S
Health and Environmental Sciences	HE
Technical Education	TE
Athletics, LRC, and Student Services	AT

A

Accounting **BU**
Administration **BU**
Administration **A&S**
Administration of Justice **TE**
Administrative Assistant **BU**
Advanced Life Support **HE**
Agriculture Technology **HE**
Anatomy **A&S**
Anthropology **A&S**
Applied Education **TE**
Aquatics **AT**
Architectural Technology **TE**
Art **A&S**
Astronomy **A&S**
Automated Equipment and Robotics **TE**
Automotive Collision & Re-finishing Technician **TE**
Automotive Machinist **TE**
Automotive Technician **TE**
Automotive Technician (Evening) **TE**
Aviation Maintenance **TE**
Avionics **TE**

B

Basic Skills **A&S**
Biology **A&S**
Biomedical Equipment Technician **TE**
Business Computer Programmer **BU**
Business Occupations **BU**

C

Carpentry and Cabinetry **TE**
Certified Professional Secretary **BU**
Chemistry **A&S**
Civil Engineering Technology **TE**
CNC Machining Technology **TE**
Commercial Baking **BU**
Computer Assisted Drafting **TE**
Computer Field Service **TE**
Computer Integrated Manufacturing **BU**
Computer User **BU**
Correctional Specialist **TE**
Corrections **TE**
Cosmetology **TE**
Cosmetology Cadet Instructor **TE**
Culinary Arts **BU**
Customer Service Representative **BU**

D

Dental Assisting **HE**
Diesel/Heavy Duty Equipment **TE**
Dietetic Technician **HE**
Disability Support **AT**
Drama **A&S**

E

Ecology **A&S**
Economics **A&S**
Education **A&S**
Electrical Maintenance Technician **TE**
Electrical Trainee **TE**
Electronics **TE**
Electronics Communication **TE**
Electronics Maintenance Technician **TE**
Emergency Medical Technician **HE**
English **A&S**
English as a Second Language **AT**
Esthetician **TE**

F

Fire Command Administration **TE**
Fire Science Technology **TE**
Fluid Power Technology **TE**

G

General Business **BU**
Geography **A&S**
Geology **A&S**
Guidance **AT**

H

Health **AT**
Health **A&S**
Health Record Clerk **HE**
Health Unit Coordinator **HE**
Health Education **HE**
Health Information Technology **HE**
Heating/Ventilation/Air Conditioning & Refrigeration **TE**
History **A&S**
Horticulture **HE**
Hotel and Restaurant Management **BU**
Humanities **A&S**
Hydrographic **HE**

I

Industrial First Aid **HE**
Industrial Mechanics **TE**
Information Processing **BU**
Information Specialist **BU**
Institutional Diversity **AT**
Interpreter Training **A&S**
Invasive Cardiovascular Technology **HE**

J

Journalism **A&S**

L

Landscape/Turf **HE**
Law Enforcement **TE**
Learning Resources Center **AT**
Legal Administration **BU**
Legal Nurse **BU**
Legal Receptionist **BU**
Legal Secretary **BU**
Line Construction **TE**
Literature **A&S**

M

Machine Shop Technology **TE**
Machine Shop Technology (Evening) **TE**
Management **BU**
Manicurist **TE**
Manufacturing Technology **TE**
Marketing **BU**
Mathematics **A&S**
Mechanical Engineering Technician **TE**
Medical Assistant (Evening) **HE**
Medical Office Receptionists/Insurance Clerk **BU**
Medical Secretary **BU**
Medical Transcription **BU**
Metal Trades **TE**
Microbiology **A&S**
Mid-Management **BU**
Military Science **A&S**
Multicultural Programs **AT**
Multi-Occupational Technology **TE**

N

Natural Resources **HE**
Network Engineer **BU**
Noninvasive Cardiovascular Technology **HE**
Nursing (LPN) **HE**
Nursing (RN) **HE**
Nutrition **BU**

O

Occupational Specialty **TE**
Office Assistant I **BU**
Office Assistant II **BU**
Office Technology **BU**

P

Paralegal **BU**
Parks and Recreation **HE**
Pharmacy Technician (Evening) **HE**
Philosophy **A&S**
Physical Education **AT**
Physics **A&S**
Physiology **A&S**
Political Science **A&S**
Power Systems Maintenance **TE**
Psychology **A&S**
Public Safety **TE**

R

Receptionist **BU**
Respiratory Care **HE**

S

Secretary **BU**
Security Administration **TE**
Security Administration Specialists **TE**
Security Administration Technician **TE**
Single Parent Program **AT**
Sociology **A&S**
Soils **HE**
Speech Communication **A&S**
Surgical Technology **HE**

T

Therapeutic Recreation **AT**

V

Veteran Services **AT**
Vision Care Specialist **HE**
Vision Care Technology **HE**
Vocational Education Specialty **TE**
Vocational Related Instruction **TE**

W

Washington Academy of Language **AT**
Water Quality **HE**
Water Resources **HE**
Web Development Technology **BU**
Welding and Fabrication **TE**
Wildlife **HE**

Z

Zoology **A&S**

APPENDIX B

Shared Duties of all A.S.C. / S.A.C. Members

In addition to specific duties and responsibilities of individual job descriptions listed in this document, the following shared duties pertain to all members of the Associated Student Council (A.S.C.) and the Student Activities Council (S.A.C.):

- A. Uphold the Constitution and Bylaws of the Associated Students of S.C.C.
- B. Seek the participation and response of students in activities, programs, projects and involvement in the A.S.C. / S.A.C.
- C. Maintain open communication between students, clubs and organizations, A.S.C. and S.A.C.
- D. Provide leadership to the students in meeting the goals and objectives of the Associated Students.
- E. Maintain the highest form of confidentiality of all students' records and files as well as any confidential information shared with the A.S.C., S.A.C. and A.S.E.C.
- F. Maintain a reasonable schedule of in-office availability; establish and post a regular set of hours of availability and provide a copy of those hours to the A.S.C. Director of Administrative Services.
- G. Help to ensure all campus activities sponsored by student fees are in keeping with the high standards of S.C.C. and in good taste.
- H. Maintain an active e-mail account so clubs, organizations, other information offices and the Associated Students have access to A.S.C. and S.A.C. information.
- I. Take responsibility for A.S.C. correspondence as necessitated by the parameters of my office in relation to the Bylaws of the Associated Students of S.C.C.
- J. Maintain an accurate and organized filing system.
- K. Attend A.S.C., S.A.C. and A.S.C. Executive meetings as required and serve as a member of A.S.C. Committees as requested.
- L. Assist the A.S.G. President in all matters related to the A.S.C. / S.A.C. as pertains to the parameters of my office.
- M. Assist other members of the A.S.C. / S.A.C. in the performance of their duties.
- N. Assume other duties as set forth in these Bylaws and/or those duties that are ordinarily associated with the office to which persons are appointed.
- O. Perform additional duties as delegated by the A.S.G. President and/or S.A.C. Chairperson.

Intent:

The A.S.C. does not intend for any member of the A.S.C. or S.A.C. to perform any duties, or obey any orders, that they believe to be unlawful or immoral. In such case that any member of the A.S.C. or S.A.C. believes that they have received such, they are obligated to report the incident to the Associate Dean of Student Services.

APPENDIX C: EFFECTIVE DATE

These Bylaws of the Associated Students of Spokane Community College shall take effect and shall supersede any existing Associated Student Bylaws immediately upon approval of the Associated Student Council.